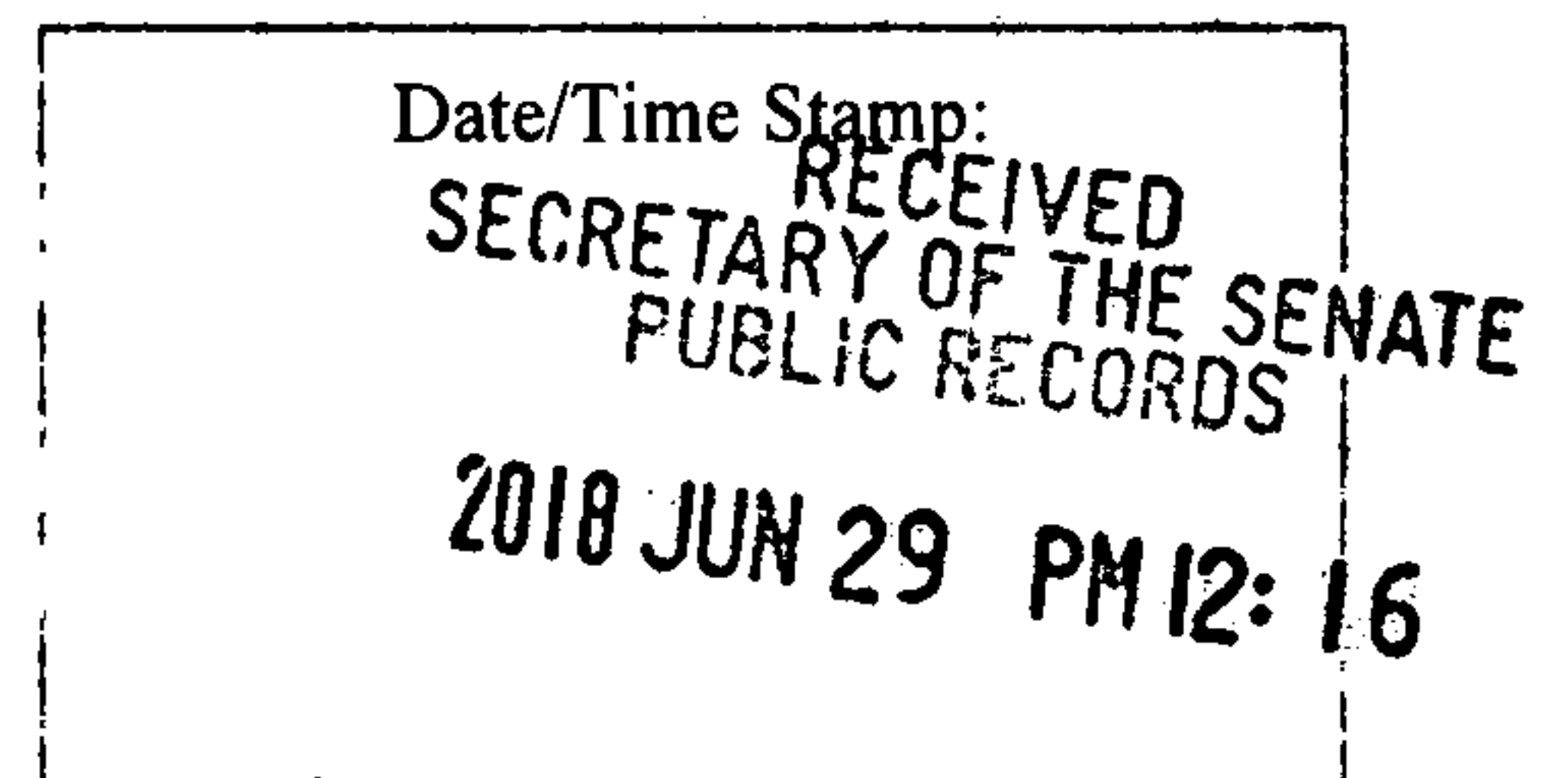


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Republican Institute (IRI)

Travel date(s): 5/29/18 - 6/2/18

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$1363.32	\$576	432	\$200 - Ground Transfers

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Meetings and workshop trainings conducted with deputies of the Congress of Guatemala.

6/29/18 Christopher Armstrong  
(Date) (Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/29/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Christopher Armstrong

Employing Office/Committee: US Senate, Committee on Finance

Private Sponsor(s) (list all): International Republican Institute (IRI)

Travel date(s): 5/28/2018-06/02/2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Guatemala City and Antigua, Guatemala

Explain how this trip is specifically connected to the traveler's official or representational duties:

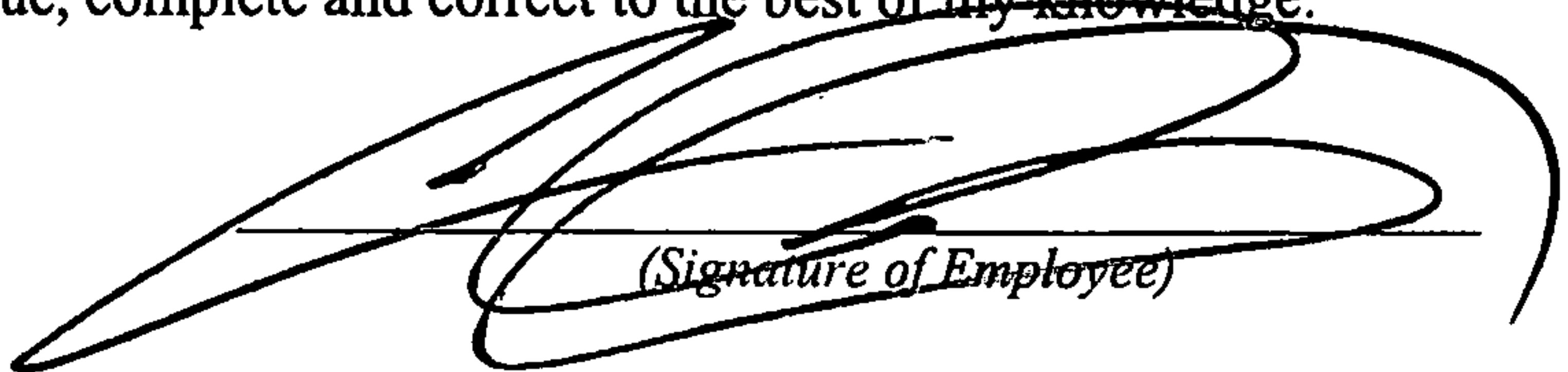
The trip will include training Guatemalan Members of Parliament and legislative staff in congressional oversight and investigations. At the Committee on Finance, I direct the Committee's investigative activity and have been involved with congressional oversight for over a decade. I will be working hand-in-hand with my counterparts in the Guatemalan government and relating my experience as a congressional investigator in the United States.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4-27-18  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Orrin Hatch

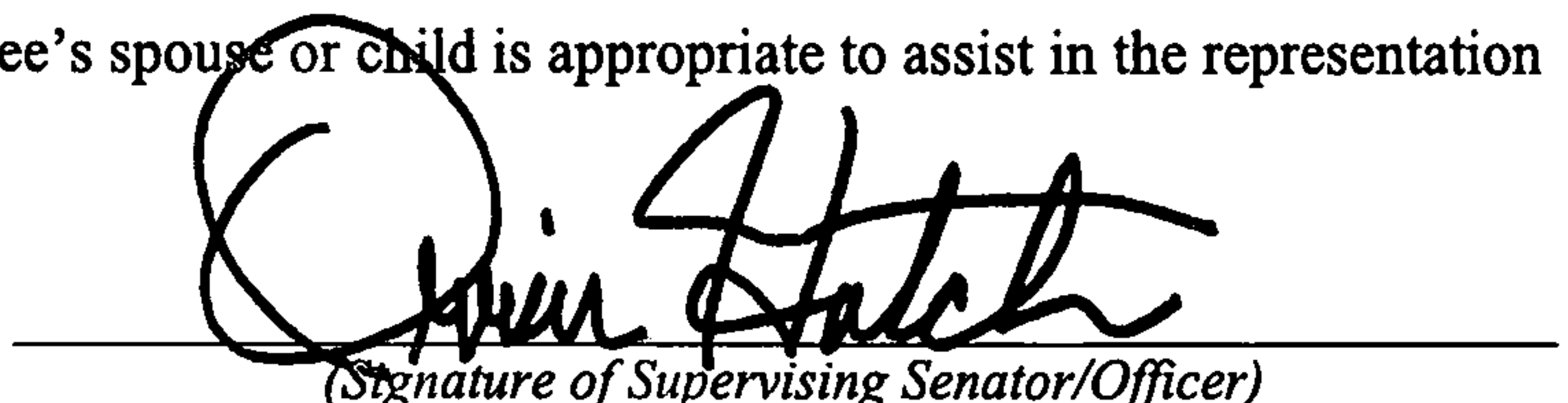
Christopher Armstrong

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4-27-18  
(Date)

  
(Signature of Supervising Senator/Officer)



**Armstrong, Christopher (Finance)**

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**From:** Armstrong, Christopher (Finance)  
**Sent:** Thursday, May 24, 2018 2:17 PM  
**To:** Turley, Geoff (Ethics)  
**Subject:** FW: IRI HDP Sri Lanka Mission

2018 JUN 29 PM 3: 16

**From:** Scott Nemeth <snemeth@iri.org>  
**Sent:** Wednesday, April 18, 2018 2:33 PM  
**To:** Armstrong, Christopher (Finance) <Christopher\_Armstrong@finance.senate.gov>  
**Cc:** Sierra Smith <ssmith@iri.org>  
**Subject:** RE: IRI HDP Sri Lanka Mission

Chris –

Hope everything is going well on your end. We have another HDP opportunity that I think you would be great for. Please see the below invitation:

I hope this message finds you well. The International Republican Institute, on behalf of the House Democracy Partnership, will be leading a legislative strengthening mission to Guatemala during the week of May 28<sup>th</sup> to conduct a two day seminar for members of the Congress of Guatemala. The seminar would cover the topics of transparency, ethics and economic development. These topics have been developed with coordination between IRI's Guatemala Office and the Congress of Guatemala. To capture HDP's goal of utilizing peer-to-peer relationships to strengthen partner legislatures, IRI would like to invite you to join the U.S. delegation which will lead the seminar and share their insights in to the topics noted above.

The travel dates would be Tuesday the 29<sup>th</sup> of May and a return on Friday the 1<sup>st</sup> or Saturday the 2<sup>nd</sup> of June, depending on your preference and flight availability. The mission would include one day of briefings with U.S. Embassy, USAID, IRI and NDI in Guatemala City as well as a site visit to learn more about U.S. democracy and governance work in Guatemala. The mission would then move to Antigua, Guatemala for the two day seminar with members from the Congress of Guatemala.

All travel and logistics would be facilitated by IRI, in coordination with HDP and USAID Guatemala. IRI staff from Washington DC will support the mission on the ground in addition to the IRI Guatemala team. All expenses will be covered by IRI through the USAID HDP grant and IRI will ensure the trip is in accordance with House Ethics rules and procedures.

Please let me know at your earliest convenience if you are interested in the mission or if you have any questions. We can be flexible on the dates if needed.

**Scott Nemeth**

Program Officer | The Center for Global Impact  
**International Republican Institute**  
1225 Eye Street NW Suite 800  
Washington, DC 20005  
P: 202-572-1541  
C: 202-322-5845

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Republican Institute (IRI)
2. Description of the trip: IRI will facilitate a House Democracy Partnership technical assistance consultancy training MPs and legislative staff on issues including ethics, transparency and oversight.
3. Dates of travel: 5/29/2018 - 6/02/2018
4. Place of travel: Guatemala City, Guatemala
5. Name and title of Senate invitees: Christopher Armstrong, Chief Oversight Counsel
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

— OR —

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

— OR —

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

IRI has been facilitating HDP programs since 2005. In response to HDP's request, IRI will facilitate a

series of workshops and trainings with MPs and legislative staff from the Congress of Guatemala. IRI's

HDP program is funded by USAID. IRI is the sole organizer of the program and is overseeing all logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

IRI is a nonpartisan, nongovernmental international democracy-development organization. IRI works with

organizations and individuals across the globe to help citizens build democratic societies that are open,

responsible, and accountable. This HDP seminar falls under IRI's legislative strengthening portfolio.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Since 2005, and in consultation with HDP, IRI has organized workshops and trainings for HDP partner

parliaments. IRI has sponsored travel for congressional staff and members of Congress to provide their

legislative expertise during such workshops and trainings.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IRI works with organizations, individuals, civil society, political parties, and marginalized groups to help citizens build democratic societies that are open, responsible, accountable and resilient. IRI also implements election observation missions.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$1200	\$606	\$468	\$150 - Ground Transfers

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged or organized with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The seminar will be located in Guatemala City to allow for meetings at the Congress of Guatemala and at the U.S. Embassy. The seminar will be held at the Congress and will train Guatemalan MPs and staff.

19. Name and location of hotel or other lodging facility:

Guatemala City: Hyatt Centric Guatemala City, 12 Calle 2-25 Zona 10 Guatemala City

20. Reason(s) for selecting hotel or other lodging facility:

Hotel in Guatemala City was chosen based on safety evaluations and proximity to the Congress of Guatemala.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals and other expenses provided to trip participants will be at or below State Department established per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach transportation will be provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Daniel Fisk, COO

Name of Organization: International Republican Institute

Address: 1225 Eye Street NW, Suite 800, Washington, DC 20005

Telephone Number: 202-408-9450

Fax Number: N/A

E-mail Address: dfisk@iri.org

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

## SIGNATURE PAGE FOR ADDITIONAL SPONSOR

*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the \_\_\_\_\_ trip

***Dates of Travel (Month Day, Year)***

to \_\_\_\_\_ is true, complete, and correct.  
*Place of Travel*

### ***Place of Travel***

**Signature of Travel Sponsor:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

Fax Number: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_



**Instructions**  
(Do not file the Instructions with OPR)

**General Instructions**

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization's prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)**

1. ***Sponsor(s) of the trip (please list all sponsors):*** A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. ***Description of the trip:*** Provide a brief statement about the purpose of the trip.
3. ***Dates of travel:*** Provide the dates of departure and return.
4. ***Place of travel:*** Provide the destination(s) for the trip.
5. ***Name and titles of Senate invitees:*** Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. ***I certify that the trip fits one of the following categories:*** A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. ***Financing of the trip, earmarked funds and in-kind contributions:*** Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion – formal or informal – to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. ***Lobbyist/agent of a foreign principal involvement:*** Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

***Example:*** A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.



9. ***Lobbyist/agent of a foreign principal accompaniment standards:*** Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

***"De minimis" exception:*** Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. ***If travel includes two overnight stays:*** The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. ***An itinerary for the trip is attached to this form:*** The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. ***Briefly describe the role of each sponsor in organizing and conducting the trip:*** A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. ***Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:*** Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. ***Briefly describe each sponsor's prior history of sponsoring congressional trips:*** Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. ***Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):*** Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. ***Total expenses for each participant:*** Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. ***Congressional participation:*** For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. ***Reason for selecting the location of the event or trip:*** The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. ***Name and location of hotel or other lodging facility:*** Include the exact name and address of the hotel or other lodging facility.
20. ***Reasons for selecting hotel or other lodging facility:*** Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. ***Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:*** Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. ***Describe the type and class of transportation being provided:*** While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. ***Expenses for recreational activity, alcohol, or entertainment:*** The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. ***List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:*** Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. ***Certification:*** The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.



00000000003596

# House Democracy Partnership

Guatemala | Encouraging Economic Growth and  
Developing Ethical Guidelines

**Guatemala City, Guatemala**  
**May 29 - June 2, 2018**




















000000003600



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[#HDPGuater18](https://twitter.com/HDPGuater18)



## SEMINAR AGENDA

**TUESDAY, May 29, 2018**

12:00 – 2:47pm **Ronald Reagan Washington National Airport → Miami International Airport**  
*American Airlines Flight 1533*

2:47 – 5:55pm **Layover at Miami International Airport**

5:55 – 6:43pm **Miami, FL → Guatemala City, Guatemala**  
*American Airlines Flight 2432*

6:43pm **Arrival in Guatemala City**

Upon arrival in Guatemala, you will be greeted at the arrival gate by IRI staff holding an “IRI HDP” sign. Please look for this sign shortly after departing the plane. The Congress of Guatemala has arranged for an expedited customs screening that will occur in the diplomatic reception area of the airport. Representatives from the Congress will secure your luggage. **Please do not leave the airport without your designated IRI escort. Should you have trouble locating this individual or clearing passport control, please contact Scott Nemeth for immediate assistance.**

Following clearance, delegates will depart with IRI staff for the Hyatt Centric Hotel, a drive which will take approximately 30 minutes.

7:30pm **Hotel Check-in**  
*Hyatt Centric Hotel*

IRI staff will assist delegates with check-in procedure at the hotel. Please note that a personal credit card will need to be left on file to cover any incidental expenses.

8:30pm **Welcome Dinner**  
*Frisco Grill*

Delegates will gather for a group dinner located near the hotel to formally meet one another and receive a detailed schedule and logistics briefing.







Delegates will have the opportunity to prepare their workshops and consultations during a working lunch. IRI staff will lead this session and work with the delegation to develop impactful technical advice.

2:30 – 3:00pm

**Transport to the Congress of Guatemala**

3:00 – 4:00pm

**Meeting with the Board of Directors of the Congress of Guatemala**  
*Congress of Guatemala*

This meeting with key leaders from the Congress of Guatemala will provide an opportunity to discuss the themes of the HDP program and opportunities for future HDP engagement.

4:00 – 4:45pm

**Transport to Hyatt Centric Hotel**

*Upon arrival at the hotel, delegates will have a brief period of free time before meeting in the lobby at 7:00pm to depart for dinner.*

7:00 – 7:30pm

**Transport to Dinner**

7:30 – 9:00pm

**Dinner with HDP Alumni and Key Legislative Leaders**  
*Clio's Restaurant*

This dinner will provide an informal opportunity for delegates to make connections with key legislators in the Congress of Guatemala as well as learn more about the Congress itself.

## THURSDAY, May 31, 2018

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

*Dress will be **business** during scheduled activities. Please have your passport with you for meetings at the Congress of Guatemala.*

9:00 – 10:00am

**Transport to Congress of Guatemala**

10:00 – 12:00pm

**Official Ceremony to Commemorate Constitution Day**

12:00 – 12:30pm

**Transport to Lunch**



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#HDPGuate18







**The Honorable Sam Farr**, Former Member of the U.S. House of Representatives  
**Christopher Armstrong**, Chief Oversight Counsel, U.S. Senate Finance Committee  
**Keigan Mull**, International Trade Counsel, U.S. House Ways & Means Committee  
*Moderator: Scott Nemeth*, IRI HDP Program Officer

**5:30 – 7:00pm**      **House Democracy Partnership Reception and Dinner**  
*Congress of Guatemala, Pasos Perdidos Room*

**This informal reception and dinner will allow the delegates to interact with members and staff from the Congress of Guatemala to further discuss the topics of the program and the mission of the House Democracy Partnership. There will be a brief speaking program with closing remarks provided by the U.S. Delegation.**

**7:00 – 7:30pm      Transport to Hyatt Centric Hotel**  
*Following arrival at the hotel, the rest of the evening will be free.*

**FRIDAY, June 01, 2018**

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

*Dress will be **business** during activities at the Congress of Guatemala and **business casual** while in Antigua. Please have your passport with you for meetings at the Congress of Guatemala.*

**8:00 – 9:00am      Transport to Congress of Guatemala**

## ***Session 2: Utilizing the Legislature for Economic Development***

**9:00 – 9:45am      Encouraging Economic Development through Tax Policy**

**Taxation plays an important role in encouraging or discouraging economic growth. This session will focus on ways in which a legislature can develop tax policies that can benefit business, encourage economic development and assist citizens in their financial security.**









7:00 – 11:53am	<b>Guatemala City → Miami International Airport</b> <i>American Airlines Flight 1182</i>
11:53 – 2:05pm	<b>Layover at Miami International Airport</b>
2:05 – 4:41pm	<b>Miami, FL → Ronald Reagan Washington National Airport</b> <i>American Airlines Flight 238</i>
4:41pm	<b>Arrival in Washington, D.C.</b>





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